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Section I. Introduction

A. Purpose of the Report

The community needs assessment conducted in 2002 to identify Cordelia area library service needs recommended a 17,000 square foot library facility for that community. The population that will be served by this facility is expected to reach an estimated 25,000 people at build-out. The library will be a new facility, owned and maintained by the City of Fairfield. The Solano County Library will fund and manage Library operations offered at the facility. The Library will occupy the first floor of a two-story facility. The second floor will house training facilities for the Solano County Office of Education and a satellite office for the City of Fairfield to provide services to residents in a one-stop arrangement.

The new facility will make Library services significantly more accessible to the residents of Cordelia and Green Valley, an emerging community in the west Fairfield area of Solano County. The facility will offer:

- 47,000 books and audiovisual items
- Ninety one (91) reader seats
- Three (3) group study rooms with a total of twenty four (24) seats
- Forty (40) public computers, twenty (20) in a Computer /Study Skills Center
- A meeting room that accommodates audiences of up to seventy five (75)
- Dedicated storytelling space for thirty five (35) children and their parents
- Fifty (50) parking spaces

B. Project Time Schedule

| Dates | Tasks |
|--------------|--|
| 1/02 - 3/03 | Programming and bond program grant application preparation |
| 3/28/03 | Submit application |
| 8/03 | Grant award notification |
| 8/03 – 10/03 | Schematic design |
| 10/03 - 1/04 | Design development |
| 1/04 - 4/04 | Construction drawings |
| 4/04 - 6/04 | Permit review |
| 6/04 - 7/04 | Construction bidding |
| 7/04 - 8/04 | Construction award & mobilization |
| 8/04 – 8/05 | Construction |
| 9/05 | Library move-in |
| 10/05 | Grand opening |

C. Building Program Role in Architectural Design Process

The program is intended to serve as the architectural design team's guide to the facility's functional, operational and environmental requirements as well as its spatial relationships and contents. It describes each space within the building and calls out special needs. Overall building needs and characteristics are also outlined and lists of furniture, shelving and equipment are included. The City and Library will use the program to communicate the facility's needs to the architects, engineers and other consultants involved in the library's design. Over the course of the design phase, the City and Library will amend and update the original program as needed to reflect any shifts in content or policy that emerge.

D. Building Team Members and Their Roles

Client/Owner

The City of Fairfield will own and maintain the new facility. City representatives will participate on the project committee, to represent the City interests and to direct the design team, and later the contractor, in their work. Designated City staff must approve each phase of the design prior to initiation of each subsequent phase. The City will also establish a service center on the second floor that is convenient for residents in the geographically remote area of the city to use.

Solano County Library

The Solano County Library will manage and operate library services offered at this facility, providing staff and materials for the collection. Library staff appointed by the County Librarian will participate on the project committee, to represent the Library's interests and to advise the design team, and later the contractor, in their work.

Architect

The project architect will design the new library to meet the program, on the site selected by the City. Architectural plans, elevations, sections, renderings, specifications and other elements required for the construction of the building will be prepared. Cost estimates for the project, both hard and soft costs, will be developed at each stage of design.

Library Building Consultant

The library building consultant will work with the City and the Library to establish the service population need for library services and prepare a building program to meet those needs. Once the program has been completed, the consultant advises the architect on the intent of the program, participates in design discussions and reviews the architectural plans for compliance with the program.

Engineering Consultants

Civil, electrical and mechanical engineering firms will be hired by the architect to provide technical assistance in the design of the library. These consultants may serve on the building team in a secondary capacity.

Interior Designer

The architect will also engage the services of an interior design consultant to assist in the design, selection and layout of the building's furnishings and equipment as well as the selection of the building's interior finishes.

Solano County Office of Education (SCOE)

The second floor will be owned primarily by the Solano County Office of Education, which is expanding its training facilities. SCOE offices occupy a two-story building in close proximity to this site and need additional space. SCOE staff are participating members of the design team.

Section II. General Design Considerations

A. Basic Concepts

The Fairfield Cordelia Library must be designed to be open and welcoming to everyone, a place that people of all ages and walks of life are comfortable using and know as a place that was designed for them. It needs to be zoned to allow simultaneous use by different types of users with different levels of activity and different expectations. It should offer a quiet haven for individual users and, at the same time, it should accommodate groups of children or youth as well as adults who need to talk and work together.

The design of the library building needs to reflect the community's values and priorities and fit well within its setting. The facility should be designed to be environmentally self-sustaining. It must be both functionally and architecturally sound, a destination point for the community, a place that people are drawn to, a place they linger and browse. The facility must incorporate sustainable building materials in every aspect of the design.

Public access computer technology will be a major service of the library. The design needs to incorporate computer workstations comfortably throughout all spaces, both public and staff, as well as provide ample plug-in capacity for laptop computers and other portable electronic devices. Spaces throughout the building should also be designed and materials selected to be "wireless friendly," allowing the potential for staff to move freely through all service areas to assist library users, using handheld devices linked to the Library's network.

The design must support the Solano County Library's "new way of doing business", with accessible, simple service points at key locations, well-designed kiosks for express check-out units, generous and comfortable spaces for display and merchandising of the collections and plentiful seating areas scattered throughout the public spaces.

A flexible and modular design is a key element for both public and staff spaces. The library building must be designed to accommodate the collections, furniture and equipment in current demand as well as the collections and equipment of the future. Its space and layout must support the increasing amount of use anticipated over the next forty years.

B. Exterior and Site Issues

1. Approach and public entrance to the building

The building will serve as a prime community focal point. Its exterior must be clearly recognizable as both a civic building and a library. The public entrance and lobby must be designed to prevent the area's prevailing winds from entering the occupied spaces of the building. The interior of the library should be visible to those passing by, drawing

visitors into the building. Walk-off mats should be installed in the lobby to facilitate the removal of dirt and debris from visitors' feet prior to their entrance into the main public space of the building.

The building will be a multi-use facility, with the library occupying the first floor. The building lobby must be large enough and organized to allow visitors to each floor to reach their destination without conflict or crowding.

2. Delivery and staff entrance

The Staff/Delivery Entrance needs to be adjacent to the staff work areas, well lighted and directly accessible from parking allocated for the use of the library delivery van.

3. Exterior signage

A highly-visible, large-scale exterior sign identifying the library, Fairfield city offices and the Solano County Office of Education needs to be located prominently outside the building, in keeping with the building's design and clearly visible to passersby both day and night. It is also recommended that the Library's Web address be prominently displayed on the exterior of the building. In addition, an exterior service hours sign is required that is easily changeable by library staff.

4. Exterior water and power access

Provide weather- and tamper-proof water and electrical power outlets on all major exterior sides of the building, including several outlets adjacent to the building's public and staff entrances, to facilitate maintenance and to support outdoor events sponsored by the library and the community. Provide recessed, locking hose bibs for the exterior of the building.

5. Landscaping & outdoor reading areas

Provide low-maintenance, drought-tolerant/resistant plantings for the exterior, sloped away from the building. Avoid massed plantings or severe gradients that block windows or sight lines or that may become hiding areas. Integrate landscaping with the parking lot, walkways and traffic lanes. An underground drip watering system with a computer-controlled timer is required.

Link the building's interior spaces to the site and to adjacent landscaping through windows at grade and/or at the clerestory level. An outdoor reading area or patio is highly desirable, located outside the library's security point. This area will be useful to visiting classes as they assemble prior to entering the library. It will also provide a pleasant outdoor reading space during good weather.

6. Lighting

In the parking area, provide 0.2-foot minimum, measured horizontally at pavement level, and no more than a 20-to-1 maximum-to-minimum ratio. In pedestrian areas, light any steps, ramps, paths or doorways to ensure safety. Light sources should be high-density discharge, metal halide lamps, designed with vandal shields and controlled by photocells interfaced with the building's lighting control system. Exterior lighting needs to comply

with any pertinent local ordinances but not specified to be excessively bright, disturbing neighbors and contributing to night sky pollution.

7. Maintenance

Exterior building finishes must be durable, and not require frequent painting or staining. Finishes such as high quality masonry or stucco are preferable to wood. Vandal resistant finishes are essential. Application of a graffiti retardant coating to all appropriate exterior surfaces from grade to a height of at least 12 feet is highly desirable, as is the incorporation of features that deter skateboarding.

8. Materials return drops

The Library needs a set of four return slots at the public entrance for use by customers who are returning books and AV materials, available 24 hours/day, placed horizontally at the appropriate height for drop-off. The return slots must be located along a main exterior path of travel, adjacent to the public entrance. A drive-through return that allows drop-off of materials on the driver's side of the vehicle is desirable, if this feature is feasible within the building design.

It is essential that the return slots empty directly into the sorting area located in Space 5.3, the Staff Work Area. These return drops must be within a code-compliant enclosure that meets local codes and ordinances and is impervious to vandalism.

9. Delivery lock box

Provide a secure delivery "lock box," accessible from both the interior staff work area and the exterior of the delivery entrance, with capacity to house at least two days' materials shipments. This lock box will allow unattended pickup and delivery of interlibrary loan materials and similar shipments by UPS or courier service.

10. Parking and vehicular access

Bicycle parking. Provide bicycle parking for up to twenty bicycles outside the public entrance. Ensure that the racks are visible from the lobby and are designed to meet current security standards for bicycles.

Automobile parking. Provide 50 parking spaces (3:1,000 square feet of building). There must be an adequate number of properly located and marked disabled access parking spaces, as required by code, and curb cuts and ramps must meet ADA requirements. Parking designated for Library staff needs to be located adjacent to the Staff/Deliveries entrance.

Service vehicles. Provide one parking space adjacent to the delivery entrance and loading area for Library system vehicles and other service vehicles.

Parking traffic patterns. Design the parking lot with clear entrance and exit patterns to avoid vehicular traffic congestion. Include several short-term parking spaces adjacent to the exterior materials return drops for customers who are returning materials but do not plan to visit the library.

Passenger pick-up and drop-off. Provide a convenient, safe and sheltered area close to the public entrance where visitors may be picked up or dropped off. This area needs to be away from the main vehicular traffic lanes of the parking lot and should have a covered walkway to the public entrance.

11. Roof

The roofing system must be designed to last a minimum of 20 years, with a roof pitched to facilitate rain runoff. Consider design strategies and building materials that reduce roof temperatures. Avoid mounting building systems equipment on the roof, if possible. If this is necessary, the equipment needs to be screened from view and access must avoid accidental damage to the roof membrane or any other building element located on the roof. Any screen design must comply with City codes. Roof drainage must be diverted away from the building, walkways, parking lot and any outdoor plazas.

12. Safety and security

Ensure that public access areas, the Staff/Delivery Entrance and walkways outside the building are well lighted, level with the parking area, open to view, with a slip-resistant surface and oriented so that pedestrians may enter and exit the building without crossing vehicular traffic lanes. Visitors should be able to enter the building without climbing steps.

Avoid setbacks or exterior alcoves along the perimeter of the building that might become lurking areas. Slopes, if necessary, should be gradual. All exterior surfaces and areas should be designed to discourage skateboarding, roller-blading or scooters.

13. Trash receptacles and recycling

Locate space at the building exterior adjacent to, or easily accessible from, the delivery entrance for enclosed large-scale trash receptacles and recycling containers. Ensure that trash receptacles are screened from view, can be secured and do not offer access to the roof. These fixtures must also be easily accessible to garbage pickup trucks, with a level or ramped path of travel from the Staff/Delivery entrance.

C. Interior Issues

1. Acoustics

The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve this goal and so that adults, youth and children may use the facility simultaneously without disturbing each other. It is recommended that an acoustical consultant be retained by the architect to assist in appropriate design decisions and finishes selection. Noise levels within the building must be in compliance with levels recommended for the “work/study” building category in the *Encyclopedia of Acoustics* (see *Appendix F: Planning Guides and Sources Cited*).

Building systems. Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

2. Art work & display

If an amount is budgeted to acquire public art for the building, the design team should engage the City in a collaborative effort during the design phase of the project to identify and initiate art projects that can be incorporated into the building's design. Avoid works of art that require floor space that could otherwise be used for library operations, that impinge on clear paths of travel or that require a significant maintenance effort or seismic bracing. Consider incorporating art in architecture features in which aspects of the architecture such as accent tiles or stone pavers provide artistic merit as well as serve a functional purpose.

Just as important as public art, the library needs gallery space for rotating exhibits of art by community members as well as display cabinets/cases for objects, located along main paths of travels within the public space.

3. Building finishes

Use durable building finishes that will stand up to years of heavy use. Avoid surface treatments that require waxing, polishing, frequent repainting or refinishing or have special cleaning requirements. Select finishes that are washable and vandal resistant. Install corner guards at all appropriate locations in both public and staff work areas. Consider giving preference to building materials that have a favorable Life Cycle Assessment (LCA) rating, including materials made of post-consumer or post-industrial recycled materials, renewable materials, materials made of certified wood or other materials that are considered sustainable.

4. Clocks

Locate wall-mounted clocks in each major public area and in the staff work areas. A low maintenance, centrally controlled, electronic analog clock system is highly desirable.

5. Disabled Access and ADA compliance

The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with temporary disabilities or with physical limitations that do not consider themselves disabled will use the library.

6. Drinking fountains

Public drinking fountains need to be located outside security, in the lobby adjacent to the public restrooms as well as in the children's area.

7. Electrical power, cabling and distribution

Equip the building with a flexible, universal electrical and telecommunications distribution infrastructure that will support the library's current and future wiring and cabling needs. As a basic rule of thumb, size the wiring and cabling capacity to accommodate twice the number of computer workstations and peripheral devices that are

planned for installation on opening day. Locate distribution point(s) so that horizontal cable runs do not exceed a maximum of 300 feet.

Over time, the library must be able to reconfigure the placement of electronic equipment throughout the public space of the building to meet changing service needs. Communications outlets/faceplates must accommodate both voice and data applications. In addition, members of the public need to be able to plug in a laptop computer or an equivalent electronic device at as many locations within the building as possible. Therefore, consider cellular deck or raised flooring (Walker Duct™, Flexspace Cablefloor™ or equivalent products) in selected areas of the building, particularly in areas that need the flexibility to add or relocate equipment and furniture that require wiring and cabling.

Electrical closets, conduit and raceways must be sized to house electrical and cabling needs for all building systems, including electrical power, fiber optic and coaxial cable, telecommunications, security and emergency wiring and any other systems required. Electrical power for the Library's computers and other electronic equipment must be "clean" to ensure a reliable level of power distribution.

To take advantage of continued improvements in network technology and to avoid any incompatibilities between the building's cabling system and the computer equipment to be installed, final cabling specifications should be timed to coincide with final equipment selection, within 12 to 18 months prior to opening day. This will help avoid obsolescence problems that might result from specifications completed too early in the project.

Wire management. Employ concealed wire management strategies at each workstation for the public and the staff and at each service desk. Allow easy access above or at the work surface to power and to library and external networks. Both the Library's permanent computers and customers' laptops must be supported. There must be no exposed wiring on the floor or hanging from furniture. The data and power interface between the building and furniture must be easy to use, difficult to damage and tucked away from traffic. Conduit must be sized for at least Enhanced Category 5 (100Mbps) universal twisted pair copper. Outlets need to be color coded for voice, data and other systems.

Provide electrical and data wiring and cabling in Space 1.3, the Meeting Room, and in Space 3.17, the Computer/Study Skills Center, to support online interactive demonstrations and instruction, distance learning capability, video projection and sound reinforcement, including the use of assistive listening devices.

Wireless communications. The Library intends to utilize wireless technology in the future as its viability increases to support public library services. It is anticipated that at least 10% of staff workstations will be portable, wireless devices. Therefore, all staff and public spaces must accommodate such devices without "dead spaces." Ceiling/plenum areas must support both power and data cabling to connect wireless base stations.

Additionally, electrical circuits in staff areas must be adequate to support multiple equipment recharge stations.

Data network. The library's data network requirements are extensive and will require standardized jacks and cabling support systems. The wiring must be color-coded, tamper-resistant, numbered and easily accessible by the staff, but not accessible to the public.

Network security and access control are critical. Network access from the Meeting Room and other areas available for after-hours use must be isolated from the Library's internal data network.

Telephones. Telephones are required at all staff workstations. The telephone system must support conference calling and automated attendant functions.

Public telephones. Locate a telephone for the public outside the building. Its location and installation must be capable of easy dismantling in the event that it is decided to remove the telephone.

8. Energy conservation and sustainability

The design team must work with the library to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, the State of California *Energy Conservation Code, June 1, 2001, revision*.

The energy use strategies employed in the building design should not only minimize the building's dependence on energy but also strive to improve the sources of the energy that the building consumes.

Life cycle costs. Building design strategies for the building's orientation, energy management system, air distribution system, windows, lighting, building materials should be considered on the basis of their contribution toward lowering overall life-cycle costs of the building without reducing the functionality of the building as a library. Programmable thermostats should be included in the building's HVAC specification.

Solar design. The use of passive solar energy design in the building is encouraged, to the extent that is economically feasible, to introduce ambient natural light into selected areas of the building while winter heat loss and summer heat gain are minimized.

Energy conservation codes. All state and local energy conservation codes must be met.

Light Sensors. Consider timed light sensors in sporadically used spaces, such as private offices and conference rooms.

9. Flexibility, modularity & expandability of design

The building design should be open plan and modular with interior load bearing columns and a minimum of interior walls to maximize flexibility and openness. Over time, it must be possible to relocate the book stacks within the building as the Library's service needs

evolve. Floor loading capacity, therefore, must be sufficient to support shelving for the collections at 150 lbs. per square foot throughout the public spaces.

Flexibility should be a prime consideration in the design of every aspect of the building, including lighting, heating and ventilating systems, electrical power distribution and cabling.

A rectangular configuration of space is highly desirable to allow for maximum efficiency and functionality in placement of shelving and furniture. Avoid circular or eccentrically shaped spaces if they will house shelving for the Library's collections.

10. Floor coverings

Floor coverings should be both attractive and durable. A mix of rolled carpet and high quality, commercial grade, anti-static, anti-microbial nylon carpet tile is preferred for most public and staff spaces, especially in high-use areas. Rolled carpet with a low narrow loop for low maintenance, with a life expectancy of a minimum of 15 years, should be considered for less used areas. Use different patterned carpet and carpet tiles to enhance wayfinding in the building. Discuss the choice of floor coverings with City maintenance staff prior to specifying any products.

Hard surface floor coverings, such as vinyl, non-slip tile or stone, as affordable, rather than carpet should be considered for the following areas. Non-skid finishes are required on hard surface flooring, especially in areas such as the lobby.

- Public Entrance/Lobby
- Meeting Room (partial – see Space 1.3)
- Restrooms
- Customer Service Desk & high circulation areas throughout the building
- Supplies & Equipment Storage
- Staff/Delivery Entrance
- Custodial Storage
- Kitchens in Meeting Room & Staff Room

11. Electronic workstations for the public

Electronic, computer-based resources are a basic and integral part of library service. The Library's collections are accessible through an online catalog. An expanding number of indexes and reference tools is available to the Library's users over the Internet. Internet access is available to both public and staff through PC workstations.

This aspect of library service is evolving rapidly. Services and technologies considered at the cutting edge one year are eclipsed regularly by newer, more powerful services and

technologies. The Library must have an electrical and data cabling distribution infrastructure that supports the placement of electronic workstations of many types throughout the building's spaces as technologies evolve.

In the public spaces of the building, individual workstations are required that can support whatever electronic devices are needed. These may be computer workstations that offer word processing software, PCs that offer access to specialized software via CD-ROM, or an express check-out workstation. In addition, many of these units will have attached peripheral equipment, such as printers.

Because planning for this technology involves so many unknowns, the program includes space for generic workstations that can accommodate any of these equipment types, in the following categories:

- Stand up units, either with no printer or with a compact printer and a CPU that is mounted under the work surface. These workstations are intended for quick, specific searches of the Library's catalog rather than for extended browsing or research. Each unit is programmed at 25 square feet.
- Sit down units, for more extended use of the Library's online catalog and other electronic resources, Internet searching or similar uses, at a computer workstation with a CPU mounted under the work surface. Printers will be networked and shared. Each unit is programmed at 35 square feet. Units in the Computer /Study Skills Center area are programmed at 40 square feet.

All equipment must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse or other cursor control device and otherwise effectively operate the equipment at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from service desks to deter vandalism of the computers and a measure of privacy for the user.

Audiovisual systems. Each room used for meetings or training (Spaces 1.3, 3.13 – 3.15, 3.17 and 4.8) should have the ability to provide Internet access, computer screen image projection, slide projection, video monitor display via AV cart with equipment, and cable TV reception. In addition, video conferencing and video projection from a ceiling mounted projector is desirable.

Public address system. There should be a public address system in the library so that the staff can make announcements to the public. The PA system will be used to announce the closing of the library as well as emergencies and should be a part of the building's telephone system. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces and staff offices. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the meeting rooms during programs.

12. Lighting

The Library's lighting quality is a prime design consideration. Lighting in the building must be uniform throughout each space, without glare or contrast. Indirect lighting in all spaces is preferred. Energy conservation requirements must be achieved while lighting levels and light quality is retained.

Lighting levels. Lighting levels should meet recommendations based on the *2000 Illuminating Engineering Society Handbook*. These recommendations are expressed as maintained levels; calculations should include appropriate light loss factors.

Reading and Public Access Computer Areas: 30 – 40 foot-candles average, measured horizontally at desktop, augmented by task lighting where appropriate.

Book Stacks: 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6-to-1 maximum-to-minimum ratio across the book stack face. Lighting over stacks may be parallel or perpendicular to the stacks as long as these lighting levels are achieved.

Service Desks: 40 - 50 foot-candles average, measured horizontally at counter top, carefully coordinated with computer terminal screens and orientations, to avoid glare.

Conference/study rooms: 30 – 40 foot-candles average, measured horizontally at desktop.

Staff work area: 50 foot-candles average, on desks and work tables, measured horizontally at desktop.

Meeting Rooms: 30 – 40 foot-candles average, with all lights on and with separately controlled lighting for the front of the room on. The lighting should be dimmable or switchable to produce approximately 2 foot candles for notetaking during AV presentations. The notetaking lights should not spill into the projection screen.

Lighting fixtures. Lighting fixtures should be full spectrum and need to effectively control glare, through shielded parabolic louvers in downlights, uplighting and other techniques. Indirect lighting throughout the building is preferred.

Light sources. Light sources should be fluorescent for general use. Long fluorescent lamps should be T8 lamps, whenever possible, in warm, medium or cool color, with a color-rendering index of 82. High-output T5 lamps should be considered for indirect lighting but not for downlighting. Compact fluorescent lamps should have warm, medium or cool color similar to long fluorescent lamps. Use electronic ballasts whenever possible.

Consider incandescent lamps only for use in spaces where no other type of light source can meet the space's needs, due to small fixture size, easy dimming, precise beam control

or for historical accuracy. For general use, avoid this type of light source due to life-cycle costs.

Minimize the number of different lamp types used, to simplify maintenance and economize on lamp stocking. Use standard lamp types. Avoid placing light fixtures in locations that are difficult to access or in locations that require special scaffolding for access.

If task lighting is used in the public areas, ensure that it is durably constructed, affixed to the furniture, does not obstruct staff ability to monitor the space and is designed to spread the light evenly across the surface it illuminates.

Fenestration and Daylighting. Access to natural light, through windows that allow views to the exterior, clerestory windows or skylights, is a key element that ensures that the building's interiors offer an aesthetically pleasing environment. Windows should be placed along the building perimeter to take advantage of natural light without allowing strong direct sunlight to interfere with visitor or staff activities. West-facing and south-facing windows, in particular, must be handled sensitively to avoid the intrusion of sunlight on either people or collections. Make use of daylighting design principles whenever feasible to reduce energy costs and to enhance building sustainability, but not at the expense of the preservation of library materials or if glare is introduced into the building. Consider ultraviolet filter treatments on windows into areas that house library materials. Locate book stacks so that direct sunlight does not fall on the shelves.

The introduction of ambient natural light is a major factor in ensuring that the building's interiors offer an aesthetically pleasing environment. This light, however, should not be intrusive. Strategies such as clerestory windows or interior light wells will be preferable to skylights.

Operable windows in environmentally appropriate areas are desirable, if feasible with the building HVAC system design. Operable windows should be secured with controls accessible only to Library staff.

Design the building envelope and locate glazing and windows with sustainability in mind. Avoid massed east- and west-facing windows to minimize solar heat gain. Consider exterior shading devices to ward off direct solar rays and diffuse daylight.

Lighting controls. All lights in the library, including task lighting, should be controlled by a programmable timer system that is flexible and can be manually overridden. Consider a master control station at or near the Staff/Delivery entrance, at a location to be worked out with the staff during the design phase. The light control switches and panels should be conveniently accessible to staff, but not accessible to the public. Carrel lights, table lamps and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum. All of these light controls should be conveniently located and many will need to be controlled by a rheostat so that the lights are dimmable. Use motion-activated lights in limited-use spaces such as conference rooms and staff restrooms.

Emergency & exit lighting. An emergency lighting system must be incorporated into the lighting plan. Emergency lighting is especially important in those libraries that make extensive use of HID lights.

Emergency and exit lighting must meet any applicable state or local codes. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and customers to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

Lighting plan review. During design development, the City may require a lighting plan review once the furnishings and equipment layouts are completed.

This plan should show all ceiling and wall mounted fixtures as well as any task light fixtures that will be used. Each type of fixture should be identified on the plan, with a catalog cut sheet showing a picture and the specifications for each fixture provided for review by the library planning team.

13. Maintenance

Design the building to require low maintenance, both inside and outside. This is a prime consideration for the selection of building materials, finishes and mechanical systems as well as the furnishings and equipment.

All spaces in the library must be easily cleaned and as impervious as possible to abuse. Avoid finishes that require frequent painting, polishing, waxing or the necessity to treat any surface. Design the building so that exterior windows can be cleaned and interior lights can be changed using hand equipment without scaffolding. All materials and products should be specified as standard sizes and colors for economical replacement. The same materials and products should be used throughout the building, to the extent possible.

Plan for trash receptacles in all public and staff spaces.

Surplus materials stock. The City requires extra stock of all materials used in the building, such as acoustical ceiling tiles, lamps and lighting fixtures, carpet, vinyl and ceramic tile. The construction documents need to specify the amount of extra stock for each item.

14. Mechanical & plumbing systems and building environmental controls

HVAC system and humidity & temperature criteria. The building needs a complete heating, air conditioning and ventilating system that ensures effective, comfortable air temperature and circulation. Ventilation units need to be zoned according to use, room orientation, and hours of operation. Exhaust fans need to be provided for restrooms and kitchen areas. Electrical and telephone rooms need to be provided with air conditioning and with backup mechanical ventilation units, as needed. An energy efficient boiler is needed for all heating requirements.

Provide access for mechanical maintenance and repairs at the building's exterior. Mechanical areas for air handling units should be open and provide sufficient free area for proper air flow and maintenance. The area must be carefully located and treated to mitigate acoustical impacts on the surrounding environment.

Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Design Conditions:

| Outside | Indoor |
|---------------------------------|-----------------------------|
| Summer (ASHRAE 0.1% design day) | 75 degrees F +/-2 degrees F |
| Winter (ASHRAE 0.2% design day) | 70 degrees F +/-2 degrees F |
| Relative Humidity | 50% +/-10% RH |

Indoor air quality & energy conservation issues. Design the mechanical system in accordance with current industry indoor air quality standards and energy conservation guidelines. An analysis of energy life cycle costs is strongly recommended. Ensure that spaces in which equipment that emits significant airborne particles, such as photocopy machines, or generates odors, such as kitchen equipment, are vented directly to the outside.

Locate and orient windows and doors on the building perimeter, and specify window treatments, to minimize heat gain or loss within the building. Consider natural ventilation strategies, as well as active, in the design of spaces, including under-floor air or displacement ventilation.

Building commissioning. A rigorous building commissioning process is encouraged, to take place at the end of construction, to ensure that the building and its systems function as intended by design.

Maintenance issues. Specify mechanical systems equipment for the building with replacement parts available from a local supplier.

Rotating and reciprocating equipment should be isolated by means of noise and vibration isolation systems to prevent transmission of noise and vibration. Penetrations of acoustically rated partitions shall be sealed with acoustically rated sealant. Areas

considered sensitive to noise need to be provided with acoustically treated ducts. Each plumbing fixture should be equipped with a separate shut-off valve and in a location conveniently accessible to Library and building maintenance staff.

Plumbing & restrooms. Restrooms must be easy for the public to find, designed for durability and resistance to vandalism. In general, single occupancy restrooms for the public should be avoided, with the exception of a family assistance restroom for parents with small children or adults assisting another disabled adult. Energy efficient fixtures, such as sensor faucets, should be specified; and alternative strategies, such as gray water plumbing systems, should be considered. Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted. Floor and wall coverings should be a hard surface, such as tile, with the floor coved to a height of five feet. Each restroom must have a sloping floor drain and one hose bib.

Restrooms must be not only ADA compliant but also equipped with entry doors that enable people in wheelchairs to easily enter and leave the restrooms. Vandal-resistant materials and finishes throughout each restroom are a prime consideration.

Restrooms must be separately vented and acoustically separated from adjacent spaces. The public restrooms need an adjacent custodial closet with a mop sink and floor drain.

Restroom fixtures

- Durable fixtures and partitions are desirable (e.g., Duraflex™ or stainless steel).
- Each public restroom requires electric hand dryers; hand towel dispensers should not be installed .
- Waste receptacles must be recessed and/or wall-mounted.
- Hand soap dispensers must be tamper-proof, recessed into the wall and mounted directly over sinks to prevent soap leaks and avoid water drips on the floor.
- These accessories should be wall- or counter-mounted, not imbedded within the sink itself.
- Each public restroom requires a baby changing counter as well as a purse/parcel shelf in each stall.
- Timed automatic shut-off of water flow.
- Low-flush toilets.
- Mirrors need to be vandal resistant and scratch proof.

15. Openness and sight lines

The building must be able to operate efficiently. Staffed service points will be kept to a minimum and staff stationed at these locations must be able to monitor the maximum

possible amount of public space from the service desks. Enclosed areas out of public view must be avoided. Non-public areas must be secure, so that the public cannot enter these areas undetected.

16. Safety and security

The building must be designed to ensure the safety and security of both public and staff. Public spaces must be well lighted with a minimum of areas outside direct visual control by staff at service desks or away from regular paths of travel. Service points must be oriented to allow staff at each service point to see staff at the other service points. Public service spaces in separate rooms, such as the Group Study Rooms need large, unobstructed windows facing the public space to enable effective monitoring of activity within them by both Library staff and the public.

Building safety. The building must have only one public entrance and exit point. Doors into staff spaces and controlled access public spaces must lock. The building design must avoid unauthorized access to the roof, upper windows or exterior ledges. Potential entry points, such as windows, doors and vents must be protected to prevent illegal entry.

A building intrusion security alarm is recommended, with a control point at the Staff/Delivery Entrance and a connection to a remote alarm monitored by a security dispatch service. The intrusion system needs to monitor all exterior windows and doors. During the design phase, the designers must collaborate with City and Library staff to appropriately specify this system, including consideration of motion detectors at key locations.

The security system must accommodate separate use of the Meeting Room during hours that the library is closed.

Public & staff safety. The library should be planned with the safety of the public and staff in mind and designed to meet all state and local fire safety codes. Safety glass should be utilized where necessary and appropriate. Heavily used walking surfaces both outside and inside the Library should be made of non-skid materials that are durable and attractive. The design of the library's furniture and casework should avoid sharp corners, especially in the children's area.

Library materials security system. The building will be equipped with a 3M™ type or equivalent library materials security system that is compatible with express check-out equipment and does not require staff to bypass the security sensor in each item as it is checked out. The building should be designed to accommodate the future installation of Radio-Frequency ID systems, and the security area should be wired and cabled accordingly. Customers will be able to carry the deactivated material they have checked out through the security system portal. If the material carried out has not been deactivated, an audible alarm will sound.

The security portals need to be located adjacent to the Customer Service Desk, oriented so that the public can exit only through the gates. Layout of this system needs to be carefully coordinated with library staff and vendor technical staff during the design phase

to ensure that desired security levels are achieved and that lateral clearances are maintained between the portals and nearby electronic equipment to avoid interference with Circulation operations.

17. Service desks

The Library's service desks will be prime points of contact between staff and public. Each must be visually prominent, welcoming and spacious. The amount of space allocated for each staffing position at each desk is 60 square feet. This space includes the position's furniture and equipment, space for the staff member to sit or stand and space for the public to sit or stand as they interact with the staff member.

The Customer Service Desk will have two staff positions, both at sit-down desk height (approximately 29" high).

The other service point in the building will be the two-person Information Desk that will serve visitors of all ages. This desk may be configured with one stand-up and one sit-down position or with two sit-down positions. See space descriptions 2.2 and 3.3 for more specific information. Each desk must be oriented so that staff at the desk faces customers as they approach the desk for service, with generous queuing space for the public. The County Library is planning to implement a system-wide electronic information service that offers centralized reference service to all residents via telephone, fax and email. This service will relieve pressure on each branch library's information staff and information desk, changing the emphasis of information service at the library to personal assistance, primarily to walk-in visitors.

Each desk must be equipped with:

- Counter tops of a durable, vandal-resistant, easily cleaned material.
- A "purse shelf" at the public side of the counter, at least 4" deep, for customers to place belongings while they transact business.
- "Toe space" at the foot of the desk, at least 4" deep, to accommodate comfortable standing room for customers while they face the desk.
- Concealed wire management for all equipment placed on the desk counter or within the desk.
- Shields at the rear of each computer workstation to conceal exposed wiring.
- Box and pencil drawers, pigeonholes, kneeholes and other features at each staffing point, to be decided during the design phase of the project in collaboration with staff.
- Floor cushioning on the staff side of the desk, level with the surrounding floor.
- Counter depth of approximately 30" to accommodate computer terminals, keyboards and printers with an allowance so staff can achieve an ergonomic position at each service point.

- Storage space behind the counter and to the side of each staff knee-hole to house computer equipment.

Each desk must be designed to discourage the public from entering the space behind the desk counter. Staff at the desk, however, needs to be able to move quickly and efficiently from behind the desk into the public area. Large-scale signage, visible from a distance, will identify each service point.

Correct ergonomic design is a prime consideration. Each staffing point must adhere to appropriate ergonomic design standards. Actual dimensions and specifications for each desk must be determined after detailed discussion with library staff during the design phase of the project.

18. Shelving

Shelving to house the library's collections, unless otherwise stated, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 5 shelves and a base shelf), 72" (maximum of 4 shelves and a base shelf), 66" (maximum of 4 shelves and a base shelf) or 45" (maximum of 2 shelves and a base shelf). Any exceptions to these heights are noted in the program.

Standard shelf depth will be 8" and 10" and bases 12" deep. Variations from this depth are noted in the program. Reference shelving and picture book shelving, for example, will be 12" deep with a corresponding increase in the width of the base.

The total amount of shelving programmed, as outlined in *Appendix A. Collection Growth Plan* and *Appendix B: Fairfield Cordelia Library Collections and Shelving*, is intended to house the collection at the size it is expected to reach in the year 2020.

Main aisle widths in public spaces should be 60", with 42" aisle widths between standard stack ranges and 48" to aisles for high-use collections such as compact discs. In staff access spaces, 36" to 42" aisles will be sufficient. Changes in code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 6 to 8 sections each are preferred. A transverse aisle break of a minimum 44" to 60" to separate ganged sections is strongly recommended. Ranges should be laid out in clusters that are logical to the first-time user, so that a systematic stack range numbering system can be employed, to allow a logical arrangement of the

collection. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves.

Shelving at 45" and 66" heights, other than picture book shelving, will require canopy tops. Picture book shelving will have a sloping display shelf at the top of each section. 84" and 72" high shelving will require canopies only if located in areas of the building in which they can be viewed from above. All public area shelving will require stack end panels with label holders at each end, kick plates and top plates, with slat wall attached to stack ends throughout the collection to allow staff to display books. All specialty shelving and shelving accessories must be integrated with the overall shelving system

Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Book ends or shelf dividers must accommodate various sizes of materials and must be able to slide easily when shelves are being rearranged. Book ends or stops will be specified later in the project, along with the shelving. Shelves must have a rear edge backstop to prevent items from falling behind the shelf. Library staff will specify the location of tilt-up shelves, as required.

The shelving types programmed for the building are:

| Code | Height | Maximum Shelves/sect | | Purpose |
|------|--------|----------------------|-----------------|---------------------------------------|
| A | 84" | 6 | | Adult Fiction & Nonfiction |
| B | 84" | 5 - 6 | | Large Print, Reference |
| C | 66" | 5 | | Children's books, books on tape, DVDs |
| D | 72" | 5 | Slanted | Magazine display |
| E | 84" | 5 | w plexi inserts | Newspaper display & backfiles |
| F | 45" | 3 | w slanted top | Picture books |
| G | 66" | 5 | shallow shelves | videos |
| H | 66" | 5 | 4 browse bins | Compact discs |
| I | 66" | 5 | Slanted | Children's magazine display |
| J | 66" | 5 | | Children's compact discs |
| K | 66" | 3 | 3 shelves max | Children's AV kits |
| L | 72" | 6 | shallow shelves | Videos |
| M | 72" | 5 | 4 browse bins | Compact discs |
| N | 66" | 5 | W hang-up rods | AV kits |
| O | 45" | 3 | Slanted | Children's magazines |

See each space's description as well as the chart in *Appendix A. Collection Growth Plan* and *Appendix B: Fairfield Cordelia Library Collections and Shelving* for the exact amount and location of each type.

Shelving specifications must include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, type of bracing, vendor responsibility for inspection of shipments, installation, etc. and the length of time price quotes remain valid.

Signage and wayfinding. The Library requires a consistent, easily understood and effective signage and wayfinding system throughout the facility that includes the use of both architectural elements and graphic features. The system should employ clear, logical hierarchies that allow visitors to find their way, remember and communicate directions to others. Major directional and identification signs, such as signs used to identify service desks, need to be highly visible from the direction of most frequent approach, at least eight feet clear from the bottom edge of the sign to the floor and vandal resistant.

Solano County Library staff, in conjunction with a signage consultant, have developed signage standards. These standards should be incorporated into the signage program for this facility. A key aspect of these standards is that the signage system must be designed in coordination with the interior design of the building, integrated with the space planning, the reflected ceiling plans and the lighting plan. The signs should not be separately developed and inserted into the design as an afterthought.

Signs must be easy to move and change as the Library's interior spaces shift over time. Where appropriate, signage should be specified so that Library staff can modify and reinstall signs to reflect changes in layout of the collections and services.

19. Staff workstations & offices

Staff workstations will be dimensioned and equipped in accordance with each staff position's functions and tasks. The Branch Manager and Circulation Supervisor will be assigned private offices. Staff with ongoing responsibilities that require a desk off the public floor or off-desk access to a computer or other equipment will use one of the 8' x 8' shared office systems module workstations in the Staff Work Area to perform their tasks, including collection development or processing and mending. In general, staff will spend much of their time in the public space, assisting visitors to the Library. Other staff may use a work counter station, as needed, when off-desk work space is required.

The shared office system workstation modules will be approximately 8' long by 8' wide (64 square feet), with an L-shaped horizontal work surface and data, electrical and voice outlets at counter height.

The modules need to be ganged together to take advantage of concealed wire management within their central structural spine. Each module needs to accommodate a telephone handset, computer, keyboard, mouse pad and printer, needs to be equipped with task lighting, box and pencil drawers, 1 to 2 mobile pedestals, an ergonomic task chair, with or without arms, tackable, acoustically cushioned partitions and an overhead shelf.

20. Storage

The Library requires several types of storage space, including space for storage of building maintenance items, shipping boxes and spare parts for electronic equipment, extra stock of shelving and other furniture or equipment, custodial supplies and equipment, programming and Meeting Room furniture, props and supplies. Specific information about these spaces is found in the descriptions of the staff work areas, Meeting Room storage, custodial storage and building maintenance area.

21. Wall coverings

Durability and appropriateness to the space are prime concerns. Any painted surfaced should use high quality, standard color paint from a major manufacturer. Painted walls should be avoided in high traffic areas, such as the Public Entrance/Lobby. Avoid fabric wall coverings except where tackable wall surfaces are specified.

Section III. Spatial Relationships

Solid lines = direct adjacency

Dashed lines = line of sight

Spaces not necessarily to scale

See following page.

Section IV. Facility Space Requirements Summary

| Space | Room | Assignable Sq Feet |
|---|--|--------------------|
| 1.1 | Public Entrance/Lobby | 280 |
| 1.2 | Materials Return Slots | 48 |
| 1.3 | Meeting Room | 1,212 |
| 1.31 | Meeting Room Storage | 140 |
| 1.4 | Public Restrooms | 800 |
| 2.1 | Express Checkout & Reserves | 308 |
| 2.2 | Customer Service Desk | 138 |
| 3.1 | New Books Browsing | 180 |
| 3.2 | Community Information | 12 |
| 3.3 | Information Desk | 120 |
| 3.4 | Reference Collection | 37 |
| 3.5 | Computers for Adults | 328 |
| 3.6 | Adult Circulating Books | 1,368 |
| 3.7 | Quiet Reading Area | 420 |
| 3.8 | Community Living Room / Magazines & Newspapers | 537 |
| 3.9 | Audiovisual Media for Adults | 186 |
| 3.10 | Adult International Languages Collection | 60 |
| 3.11 | Career Center | 275 |
| 3.12 | Teens Area | 473 |
| 3.13 | Group Study Room A | 150 |
| 3.14 | Group Study Room B | 150 |
| 3.15 | Group Study Room C | 300 |
| 3.16 | Business Center | 180 |
| 3.17 | Computer/Study Skills Center | 900 |
| 3.18 | Friends of the Library Book Sale & Sorting Space | 85 |
| 4.1 | Children's New Books & Magazines | 23 |
| 4.2 | Family Space/Parents Collection | 128 |
| 4.3 | Computers for Children | 234 |
| 4.4 | Children's Circulating Books | 833 |
| 4.5 | Children's Audiovisual Media Collection | 112 |
| 4.6 | Children's International Languages Collection | 23 |
| 4.7 | Children's Picture Books | 679 |
| 4.8 | Storytelling & Programming Space | 386 |
| 4.9 | Family Restroom | in GSF |
| 5.1 | Branch Manager's Office | 120 |
| 5.2 | Circulation Supervisor's Office | 100 |
| 5.3 | Staff Work Area & Returns/Sorting/Deliveries | 950 |
| 5.4 | Supplies & Equipment Storage | 153 |
| 5.5 | Telecommunications/Server Room | 100 |
| 5.6 | Staff/Deliveries Entrance & Lockers | 74 |
| 5.7 | Staff Room | 341 |
| 5.8 | Staff Restroom | 180 |
| 5.9 | Custodial Closet & Supplies | 50 |
| Total Assignable Square Feet, Main Level: | | 13,172 |
| Total GSF @ 80% net-to-gross, Main Level: | | 16,465 |

NOTES: This library will occupy the first floor of a two-story facility. Total gross square feet for the first floor is 17,000. Library assignable space is 13,172 square feet. Non-assignable space and building common spaces occupy the remainder of the first floor square footage.

Square footage attributable to the Public Library, shown on page 5, line 9 on the Application form, is 16,459, which is six square feet less than the Total Gross Square Feet @ 80% net-to-gross shown on the previous page of the Building Program. This difference is due to rounding.

Section V. Space Descriptions

Introduction

The following section contains a description of each functional space within the library. The *net assignable square footage* allocated to each space can be found at the upper right corner of each space sheet. The *functional activities* that will take place in each space are described in the text. Whenever appropriate, comments are included in the text that relate to *fenestration, space finishes, acoustics, environmental conditions, flexibility and expandability, illumination, power, data and AV communications, security, signage and visual supervision*. These requirements and recommendations are also described in the program's *Section II, General Design Considerations*.

Specific requirements regarding *occupancy, adjacencies (spatial relationships), types and sizes of collections* and a *listing of required furniture and equipment* are listed on each sheet. Note that items listed in the components charts often include several individual items, with an aggregate square footage allocation assigned. The preliminary master furniture and equipment list in *Appendix E* provides in more detail the elements included in these aggregated descriptions. Each part of the collection is detailed in *Appendix B, Fairfield Cordelia Library Collections and Shelving*. Seating is detailed in *Appendix C, Fairfield Cordelia Library Reader Seating*. Computers and other equipment are listed in *Appendix D, Fairfield Cordelia Library Computers and Other Public Equipment*. The square footage conversion factors for shelving, books and materials, furniture and equipment are noted in *Appendix G, Fairfield Cordelia Library Square Footage Conversion Factors*.

Terms and phrases italicized above are the elements called out as required in the Final (Codified) Title 5 Library Bond Act Regulations, p. 70.

1.1 Public Entrance/Lobby

280 sq. ft.

The Library needs a single public entrance and point of control. The entrance should be well lighted and welcoming, with automatic sliding or similar type doors for easy opening by people of all ages. The lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces, the public restrooms and the Meeting Room. It should be oriented and laid out in such a way that the prevailing winds in the Cordelia area do not intrude into the lobby or the occupied spaces of the building.

Four wall-mounted return slots for books and audiovisual materials need to be located adjacent to the public entrance and lobby, on the main path of travel into the building, available to the public 24 hours per day, seven days per week, to allow customers to drop off materials as they enter the building. The return slots need to empty directly into Space 5.3, the Sorting & Returns Area.

The lobby must be large enough to enable incoming visitors to orient themselves to the direction they wish to go as they walk through the lobby space. The public restrooms and Meeting Room must be independent of the library's other spaces and outside the materials theft security system, so that these areas can be used without compromising library security even when the library is closed.

The lobby floor should be a hard surface and the distance between the door and the security point far enough that debris carried in on visitors' feet is knocked off as they walk through the lobby. Inset floor grates or mats are needed at the entrance to facilitate dirt and mud removal as people enter the building.

One pair of material theft security portals (one incoming and one outgoing) is needed at the inner edge of the lobby space, adjacent to the Customer Service Desk, with easy access for staff at that desk to meet and intercept customers who have set off the alarm as they exit. These should be 3M™ type portals—preferably Radio Frequency ID-compatible, connected to both power and data – without barrier arms that move or horizontal cross pieces.

A public telephone and waste receptacles should be located outside the building. The entrance needs a covered area to protect visitors from inclement weather as they enter and exit the building.

Occupancy: 4 - 20

Adjacencies:

- 1.2 Material Returns Slots
- 1.3 Meeting Room
- 5.3 Staff Work Area

Technology: Materials theft detection devices

1.1 Public Entrance/Lobby (Continued)

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|-------|---------------------|--------------------|
| Theft security gates | 2.0 | Pair | 24.00 | 48 |
| Floor mats | | | 0.00 | NA |
| Glass enclosed display cases, wall-mounted | 2.0 | Cases | 16.00 | 32 |
| Circulation space | | | | 200 |
| Total | | | | 280 |

1.2 Material Return Slots**48 sq. ft.**

The Library needs a set of four return slots for Library customers to use to return the books and other items they have borrowed. The slots will empty into the Staff Work Area's sorting space. The height of the slots must accommodate adults, children and individuals in wheelchairs.

The slots must be accessible to the public 24 hours per day, located at a highly visible point along the front-facing exterior of the building, under an overhang that will protect both the person using the slots and the materials being returned from adverse weather.

One slot will be used for adult books, one for children's books and two for audiovisual media. This will enable automatic presorting of materials into these three categories, for increased efficiency in the sorting process. Power and data connections in this area will support automatic Radio Frequency ID check-in.

Depressible book bins will be placed under the slanted opening of each return slot, to catch the returning material as it is received. A fire-rated enclosure will be required at the point of entry for the four exterior slots, to prevent vandalism and damage to the building.

Occupancy: 0 - 6

Adjacencies: 1.1 Public Entrance/Lobby
5.3 Staff Work Area & Returns/Sorting/Deliveries

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|-------|---------------------|--------------------|
| Return slots, set horizontally, with 24/7 access | 4.0 | Slots | 12.00 | 48 |
| Total | | | | 48 |

1.3 Meeting Room

1,212 sq. ft.

Dedicated space for community meetings and library-sponsored programs is a high priority, to allow groups of all ages to meet. This space needs to accommodate audiences of up to 75 people when chairs are arranged auditorium-style. A movable wall partition system, with sound-absorbent capability, is a desirable but not required feature, to enable the space to be divided into two smaller rooms of equal space. If installed, the partition must allow both spaces to be directly accessible from the main Meeting Room entry doors when in place. If the partition system is used, the features described below need to be available and feasible to operate in each of the two smaller spaces.

The room needs to be equipped with adjustable lighting levels, ceiling-hung video projection and assistive listening device capability. The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, distance learning events, video programming, Powerpoint™ slide shows and interactive demonstrations of online or Internet resources. These features must be usable in each section of the room, when the movable wall partitions are in use. Data circuits in this area must be separate from the Library's internal network. Power and data connections must be available in the center of the space as well as along the perimeter. The public entrance to the room should be located so participants may enter and leave the Meeting Room through the lobby, outside security, while the library is closed.

The room needs a movable podium, a ceiling-mounted projection screen, chair rails around the perimeter, tackable wall surfaces and corner guards throughout the space. The space needs to provide good line of sight for all program attendees with no columns or other obstructions that would limit visibility from any part of the room.

An adjacent, enclosable refreshment preparation area is required, with a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn, a full-size refrigerator, microwave oven, work counter and lockable cabinets above and below.

This space may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient to use picture hanging system should be installed on at least two walls.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required. Some adjacency to the Children's Services public space is desirable, to allow groups of children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

1.3 Meeting Room (continued)

Occupancy: 75

Adjacencies: 1.1 Public Entrance/Lobby
 1.31 Meeting Room Storage
 1.4 Public Restrooms
 4.0 Children's Services Area

Seating: 75 stacking chairs

Technology: Video projector, ceiling-mounted
 Video projection screen, ceiling-mounted
 Audio projection and amplification
 Overhead transparency and Powerpoint™ presentations
 Assistive listening devices and charging unit
 Wiring and cabling to support CATV production, Interactive distance learning class reception, Library online catalog demonstrations and Interactive Internet demonstrations

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-------------------------------|----------|-------|--------------|--------------|
| Seating @ stacking chairs | 75.0 | Seats | 15.00 | 1,125 |
| Podium | 1.0 | | 12.00 | 12 |
| Kitchen/refreshment prep area | 1.0 | | 75.00 | 75 |
| Total | | | | 1,212 |

1.31 Meeting Room Storage**140 sq. ft.**

Storage for chairs, on stacking dollies, folding tables and audiovisual equipment controls associated with the Meeting Room.

Must be lockable. Hard floor coverings are required in this space, as well as corner guards and chair rails, to protect the walls from damage. Double doors and immediate access to the Meeting Room are required.

Occupancy: None

Adjacencies: 1.3 Meeting Room

Technology: Audio and video equipment controls for Meeting Room

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-----------------------------------|----------|-------|--------------|-------------|
| Storage space for chairs & tables | | | | 120 |
| AV equipment racks | 1.0 | Racks | 10.00 | 10 |
| Mobile AV cart | 1.0 | Cart | 10.00 | 10 |
| Total | | | | 140 |

1.4 Public Restrooms

800 sq. ft.

Locate the public restrooms adjacent to the Meeting Room. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Avoid single-use public restrooms, with the exception of a “family assistance restroom”, adjacent to the main restrooms, that serves either a parent and young child or a disabled person who is being helped by another adult. This restroom takes the place of a “family restroom” in the children’s area.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. Fixtures should be wall- or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential as well as an adjacent custodial closet with mop sink, either elevated or at floor level.

Waste receptacles should be recessed and/or wall-mounted. Soap dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers, a baby changing counter in both men’s and women’s restrooms and parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and sufficient ventilation of the restrooms from other occupied areas of the building.

Occupancy: Meet or exceed local code requirements

Adjacencies: 1.3 Meeting Room

See also *General Design Considerations: Restrooms*.

2.1 Express Checkout & Reserves**308 sq. ft.**

Library customers will be encouraged to use one of the four Express Checkout machines clustered adjacent to the Customer Service Desk to check out their materials. These machines are similar to bank ATM machines and will be used by many, if not most, customers. The machines should be placed in a prominent, well-lighted area with generous circulation space, close to the Customer Service Desk so that staff can easily assist customers new to the equipment. Each machine needs some physical separation to give customers a sense of privacy as they transact their business.

Each machine needs an amount of clear work surface on both sides, approximately 1.5' wide x 2' deep on each side, to allow books, purses, other belongings and small children to be set down while the machine is used. Space for two freestanding kiosks with interactive, stand-up computers that customers may access are also needed here.

Queuing space for the machines and the Customer Service Desk should be combined with space for up to ten people waiting in line. Shelving for reserved materials on six sections of 72" high shelving needs to be located adjacent to the Express Checkout machines, in plain sight when approaching the space.

Occupancy: 4 - 12

Adjacency: 1.1 Public Entrance/Lobby
2.2 Customer Service Desk

Technology: Self checkout machines (PC workstation networked to Library online system, laser scanner, materials theft detection desensitizer)

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--------------------------------|----------|----------|--------------|-------------|
| Express self-checkout machines | 4.0 | Machines | 45.00 | 180 |
| Shelving 72", for reserves | 6.0 | Sections | 11.25 | 68 |
| Queuing space | 10.0 | People | 6.00 | 60 |
| Kiosks, interactive, stand-up | 2.0 | Machines | 6.00 | 12 |
| Total | | | | 308 |

2.2 Customer Service Desk

138 sq. ft.

The Library will have two staffed service points: the Customer Service Desk and the Information Desk. The Customer Service Desk will be the service point that is closest to the public entrance. It needs to be highly visible, an obvious place for incoming visitors to seek help.

The Library's Express Checkout units will be directly adjacent to this desk in the Express Checkout area. A freestanding kiosk adjacent to the desk will display Library handouts and brochures, library card applications and maps of the building layout.

The desk will be staffed at all times the Library is open. It needs two sit-down staff positions, with lateral counter surface, eight feet for each position. Equipment at each staff position will include an online workstation, receipt printer, 1 to 2 theft system desensitizers, a telephone handset and slotted storage for manuals and brochures. Space for a cash register centrally located behind the desk is required.

Staff at this desk will answer directional questions, help orient visitors to the library, issue library cards, accept payment of fines for lost and overdue materials, monitor the theft security gates, check out materials for customers who do not wish to use the Express Checkout machines, explain Library policies and procedures regarding circulation and service hours and provide other assistance, as needed. Space for four Express Checkout units will be nearby and in plain view for customers to check out their own materials. Materials return drop slots will be located in the lobby, close to the Customer Service Desk, and outside the building entrance, emptying directly into the Sorting & Returns Area. Most check-in and processing of returned material will occur in that space, away from the Customer Service Desk.

Activity here will often be brisk and sometimes noisy. The space will need generous circulation space on both the staff and public sides of the service desk, with queuing space for up to ten people, as well as acoustical buffering. Staff needs to be able to move quickly and easily between the service counter, the theft security gates and the adjacent staff work areas. The staff here must also have a clear sight line into the lobby and to the Information Desk. The public, however, should not be able to look directly into the Staff Work Area.

The desk must be designed with ergonomic and disabled access principles in mind and must meet the specifications outlined in this report's *General Design Considerations: Service Desks*. The desk counter height needs to accommodate customers or staff in a wheelchair and to allow staff to assist customers who are filling out forms or handling lengthy transactions.

2.2 Customer Service Desk (continued)

Occupancy: 1 - 2 staff; 1 – 4 public

Adjacencies: 1.1 Public Entrance/Lobby
2.1 Express Checkout
5.3 Staff Work Area

Sight lines to: 3.3 Information Desk
3.18 Friends of the Library Book Sale

Technology: Online computer workstations
Barcode readers
Printer
Theft system desensitizers
Telephone handsets
Cash register

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|-----------|--------------|-------------|
| Staff counter positions | 2.0 | Positions | 60.00 | 120 |
| Cash register | 1.0 | Machine | 12.00 | 12 |
| Display of Library handouts, built into desk | 1.0 | Unit | 6.00 | 6 |
| Total | | | | 138 |

3.1 New Books Browsing**180 sq. ft.**

This space needs to be visible from the entrance and visually appealing, offering well-stocked retail-type merchandising shelves filled with new books. It is intended to be a major magnet and center of activity. Customers will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the display units to browse through display shelves of new and popular materials.

New circulating books and high interest materials from the collection will be displayed here, on 72" high shelving, with many of the books displayed face-out. The shelving units should slant for easy browsing and laid out to allow visitors to stroll and browse comfortably. The space allocated to each shelving unit is more generous, therefore, than in other parts of the collection.

The Library's audiovisual collection will be located directly adjacent to this area. Often, visitors will visit these areas of the Library exclusively. They should be considered as complementary spaces and have the ambience of a high profile merchandising space.

Occupancy: 6 - 18

Adjacencies: 3.9 Audiovisual Media for Adults

Sight lines from: 1.1 Public Entrance/Lobby & main path of travel

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|----------|----------|--------------|-------------|
| Shelving, 72", display-type, for hardback books | 16.0 | Sections | 11.25 | 180 |
| Total | | | | 180 |

3.2 Community Information**12 sq. ft.**

This space will contain a built-in display unit, wall-mounted or freestanding, with brochure and newspaper racks, a bulletin board and storage below. Its dimensions should be approximately 5' long x 5' high x 1.5' deep. This unit needs to be in a highly visible location, in the entrance area, situated on a major path of travel through the public space. The numerous local and free publications that are offered for pickup will be placed here as well as posters and announcements of upcoming community events.

Occupancy: 1 - 4

Adjacencies: Main path of travel or visible from Public Entrance

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|------|---------------------|--------------------|
| Display unit, wall-mounted, with brochure & nsp racks, | 1.0 | Unit | 12.00 | 12 |
| Bulletin board & storage below, 5'L x 5'H x 1.5'D | | | | |
| Total | | | | 12 |

3.3 Information Desk**120 sq. ft.**

This desk should be the second most prominent service point within the library. It complements the Customer Service Desk in both location and function. Staff stationed at each desk need to be able to clearly see each other while at each service point. In addition, the desk needs to be clearly visible to customers as they enter the Library. This will be a two-person desk. Reference book shelving should be placed directly adjacent for frequently used reference tools. The desk will be staffed every hour the library is open.

Staff will be stationed at this desk and constantly moving about the public space to help visitors. They must be able to move quickly from the desk to the public access computers and to the reference and circulating collections. The features and configuration of the desk need to comply with the specifications described in this report's *General Design Considerations: Service Desks*, to ensure that the drawers, files and other needed components are included. The desk will be equipped with two computers, printers and telephones.

Good lighting over the desk counter is particularly important, to allow customers and staff to see text and images in many different reference books and to enhance the visibility of the desk from all directions.

The reference collection stacks need to be adjacent. Line of sight adjacency from the desk to the public spaces is crucial. Areas that are particularly important for line of sight from the desk are the Children's Services areas, the Teens area and the Group Study Rooms.

Occupancy: 1 - 6 public; 1 - 2 staff

Adjacencies: 3.4 Reference Collection
Computers for Adults

Sight lines to: 1.1 Public Entrance/Lobby
2.2 Customer Service Desk
3.12 Teens Area
3.13 – 3.15 Group Study Rooms

Technology: Online computer workstations
Printer
Telephone handsets

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-------------------------|----------|-----------|--------------|-------------|
| Staff counter positions | 2.0 | Positions | 60.00 | 120 |
| Total | | | | 120 |

3.4 Reference Collection**37 sq. ft.**

This space contains the adult and children's reference book collection, on 84" high shelving to allow users of all ages to reach the shelved materials. The shelving needs to be arranged for convenient access from the Information Desk so that staff can easily help all customers with their research. Good lighting at the desk is critical, to allow staff and customers to easily view a variety of text sizes.

Occupancy: 6 - 20

Adjacencies: 3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-----------------------------|----------|----------|--------------|-------------|
| Shelving, 84" for ref books | 3.6 | Sections | 10.30 | 37 |
| Total | | | | 37 |

3.5 Computers for Adults

328 sq. ft.

This area will contain eight public access computer workstations, all sit-down stations, with some or all offering full access to the online catalog, the Internet and to specialized information resources mounted on the Library network. The units will be grouped together for visibility by the public, possibly in two to three clusters, and placed in proximity to the Information Desk to allow staff to quickly help customers at the machines. Four networked printers on a low supply cabinet need to be accommodated within the space. Frequently, two people will use a computer together, so generous seating and workspace at each workstation are important.

During the design phase, the Library staff needs to be consulted regarding exact placement of the computers. The specifications for each workstation are defined in this report's *General Design Considerations: Electronic Work Stations for the Public*. Special attention should be paid to flexible, secure, discreet wire management that is easily accessible to library staff, acoustical shielding from the rest of the public space, avoidance of screen glare and a degree of privacy for each user.

At least one of these computers needs to offer large print capability and other features that will assist the physically disabled to effectively use this equipment.

Occupancy: 6 - 30

Adjacencies: 3.3 Information Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|----------------------------------|----------|---------|--------------|-------------|
| Computers, sit-down workstations | 8.0 | Wkstns | 35.00 | 280 |
| Networked printers | 4.0 | Printer | 12.00 | 48 |
| Total | | | | 328 |

3.6 Adult Circulating Books**1,368 sq. ft.**

Fiction and nonfiction books, including nonfiction for teens, mysteries, science fiction, romance paperbacks and large print books will be shelved here, on 72" and 84" high shelving. All paperbacks except series romance novels will be interfiled with hardback books. Display shelving and slat-wall stack ends will be used in this area to allow spot highlighting of the collection and maximize the space's display and merchandising potential. The various parts of this collection need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating at 4-place tables and lounge chairs will be distributed through the area for the convenience of library customers using these collections.

Two stand-up public access computers will be placed at prominent stack end points for the convenience of customers looking for books in this area.

Occupancy: 12 - 25

Sight lines to: 3.3 Information Desk

Technology: Public access computer workstations (stand-up), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Electrical and data ports for laptops at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--------------------------------------|----------|----------|--------------|--------------|
| Seating @ 4-pl tables | 20.0 | Seats | 25.00 | 500 |
| Shelving, 84" sh for genre | 6.8 | Sections | 10.30 | 70 |
| Shelving, 84" sh for fiction | 28.0 | Sections | 10.30 | 288 |
| Shelving, 72" sh for lg print | 2.2 | Sections | 10.30 | 23 |
| Shelving, 72" display sh for pbks | 1.6 | Sections | 10.30 | 16 |
| Shelving, 84" sh for nonfiction | 36.3 | Sections | 10.30 | 373 |
| Shelving, 84" sh for teen nonfiction | 4.6 | Sections | 10.30 | 48 |
| Computers, stand-up workstns | 2.0 | Wkstns | 25.00 | 50 |
| Total | | | | 1,368 |

3.7 Quiet Reading Area**420 sq. ft.**

The Library needs an area designated for quiet individual reading and study, with appropriate 1-place carrel seating. This area needs to be within view of the main path of travel in the public space. It may be either a separate room or an open space that is physically removed from other areas of activity, particularly the children's area, depending on the building layout.

Occupancy: 4 - 22

Sight lines from: 3.3 Information Desk

Technology: Electrical and data ports for laptops at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|----------------------------------|-----------------|-------|---------------------|--------------------|
| Seating @ 1-pl tables or carrels | 12.0 | Seats | 35.00 | 420 |
| Total | | | | 420 |

3.8 Community Living Room/ Magazines & Newspapers

537 sq. ft.

This area is meant to be a comfortable space for quiet conversations and reading. Current issues of the Library's magazines for adults will be displayed here for browsing. Current and back issues of newspapers will be housed in this space on shelves with Plexiglas hanging display inserts. Magazine back issues will be shelved here in addition to the current issues.

Lounge chair seating will make this a prime space for comfortable, quiet reading. Particular attention should be paid to this space's acoustics, lighting and general atmosphere. It should be away from the public entrance but easily accessible via the main paths of travel through the building, with views to exterior landscaping.

Occupancy: 4 - 8

Adjacencies: Views to exterior landscaping

Technology: Electrical and data ports for laptops at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|----------|----------|--------------|-------------|
| Seating, lounge chairs | 12.0 | Seats | 35.00 | 420 |
| Shelving, 72" slanted for magazine display | 5.0 | Sections | 11.25 | 56 |
| Shelving, 84" for magazine backfiles | 5.0 | Sections | 10.30 | 52 |
| Shelving, 84" for newspaper display & backfiles | 0.8 | Sections | 11.25 | 9 |
| Total | | | | 537 |

3.9 Audiovisual Media for Adults**186 sq. ft.**

Audio and video material in several formats is in high demand by the community, for recreation, for commuter listening and for study and learning. The Library intends to expand its audiovisual media collection significantly, which will make this one of the busiest areas of the library. It will contain AV materials targeted toward adults and teens: music on compact discs, books on tape, CD and MP3, CDROM software, videos and DVDs. Audiovisual media for children will be found in the children's services area and audiovisual materials in other languages will be found in the International Languages collection.

These high-demand collections will make this a bustling area. It needs wide aisles and visibility from the public. This space and the New Books & Display area will form two of the most heavily used parts of the building. The AV collections will be placed on 72" high shelves to facilitate browsing. The shelving here will also accommodate new formats that may be added in future years. This area needs to be placed far from quiet study or reading areas.

Occupancy: 10 - 35

Adjacencies: 3.1 New Books Browsing

Sight lines from: 1.1 Public entrance
Main path of travel

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|----------|--------------|-------------|
| Shelving, 72", for videos | 2.4 | Sections | 11.25 | 27 |
| Shelving, 72" browse bins for music CDs | 3.3 | Sections | 11.25 | 37 |
| Shelving, 72", for books on tape & on CD | 6.7 | Sections | 11.25 | 75 |
| Shelving, 72", for DVDs | 2.9 | Sections | 11.25 | 33 |
| Shelving, 72", for CDROM software | 0.5 | Sections | 11.25 | 5 |
| Shelving, 72", for new AV formats | 0.8 | Sections | 11.25 | 9 |
| Total | | | | 186 |

3.10 Adult International Languages Collection**60 sq. ft.**

The Library needs a defined area for books, magazines and AV media in languages other than English, to serve individuals and families who read and speak in those languages. The shelving in this space needs to include both regular and display shelves to make the collections very visible.

Staff needs to be able to see the area from the Information Desk to be able to notice new users who may need help. This area needs to be lively and attractive, with tackable wall surfaces on open wall space for artwork and displays.

Lounge seating in this space will encourage visitors to sit and browse and talk together.

Occupancy: 4 - 12

Sight lines from: 1.1 Public Entrance/Lobby
3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|-----------------|----------|---------------------|--------------------|
| Shelving, 84" for books | 2.8 | Sections | 10.30 | 29 |
| Shelving, 72" slanted for magazine display | 1.0 | Sections | 11.25 | 11 |
| Shelving, 84" for newspaper display & backfiles | 1.0 | Sections | 11.25 | 11 |
| Shelving, 72" AV browsing for recreational language media | 0.5 | Sections | 11.25 | 6 |
| Shelving, 72" AV Browsing for language learning | 0.3 | Sections | 11.25 | 3 |
| Total | | | | 60 |

3.11 Career Center**275 sq. ft.**

This space will be a focal point for service to youth who are developing their job-readiness skills, participating in the School district's employment certificate program, and researching career choices. The area will be located adjacent to the reference collection and will offer both reference and circulating books on careers and jobs, audio and video study guides and magazines that explore career alternatives. Seating at lounge chairs and a 4-place table will encourage users to use the resources in the Center. A pair of sit-down computers will offer access to career and educational databases and other online resource, made available by the District.

This project will be supported by the collaborative efforts of the Fairfield-Suisun Unified School District, the City of Fairfield and the Solano County Library. The space will be the public focal point for a multi-faceted career information service program that will also feature seminars, job fairs and other programming to stimulate teens to pursue making thoughtful career choices.

Occupancy: 4 - 8

Adjacencies: 3.4 Reference Collection

Sight lines to: 1.1 Public Entrance/Main path of travel
3.1 Information Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Electrical and data ports for laptops at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|----------|--------------|-------------|
| Shelving, 72" for books | 2.0 | Sections | 10.30 | 21 |
| Shelving, 72" slanted for magazine display | 1.0 | Sections | 11.25 | 11 |
| Shelving, 72" AV | 0.3 | Sections | 11.25 | 3 |
| Seating, lounge chairs | 2.0 | Seats | 35.00 | 70 |
| Seating @ 4-pl tables | 4.0 | Seats | 25.00 | 100 |
| Computers, sit-down workstations | 2.0 | Wkstns | 35.00 | 70 |
| Total | | | | 275 |

3.12 Teens Area**473 sq. ft.**

Cordelia and Green Valley teens and middle schoolers will be a major clientele group of the Library. Although teens will be encouraged to use the entire facility, it will be important also to provide an area this age group can identify with as “its own”. This space will be one such area. After school and on the weekends, this will be a lively, even boisterous space with groups of youngsters chatting and working together. It needs, therefore, some separation from other areas, especially those areas intended for quiet reading and contemplation. At the same time, it needs to be within a clear line of sight from the Information Desk to allow staff to monitor activity in this area. The space should have more relationship to the adult spaces of the building than to the children’s spaces.

Paperback and hardback books as well as magazines for teens will be shelved here. Comfortable seating is needed, including round 4-place tables and lounge chairs. Some adjacency to the adult non-fiction collection is important since students will need to access those areas for many of their school assignments. The small and large Group Study Rooms will also be prime, though not exclusive, locations in which teens will use the library.

The space should be open and accessible, an alcove rather than a separate room. Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

Occupancy: 4 - 12

Adjacencies: 3.6 Adult Circulating Books
3.13 – 3.15 Group Study Rooms (one or more)

Sight lines to: 3.3 Information Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Electrical and data ports for laptops at every reader seat

3.12 Teens Area (continued)

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|----------|---------------------|--------------------|
| Seating, lounge chairs | 4.0 | Seats | 35.00 | 140 |
| Seating @ 4-place table, round | 8.0 | Seats | 22.00 | 176 |
| Computers, sit-down workstations | 2.0 | Wkstns | 35.00 | 70 |
| Networked printer | 1.0 | Printer | 12.00 | 12 |
| Shelving, 72" for teen fiction | 4.1 | Sections | 10.30 | 42 |
| Shelving, AV browsing, teen music CDs | 0.4 | Sections | 11.25 | 5 |
| Shelving, 72" for CDRom software | 0.4 | Sections | 11.25 | 5 |
| Shelving, AV browsing, new AV formats | 0.2 | Sections | 11.25 | 2 |
| Shelving, 72" display for teen paperbacks | 1.0 | Sections | 10.30 | 11 |
| Shelving, 72" slanted for magazine display | 1.0 | Sections | 11.25 | 11 |
| Wall-mounted display boards for posters etc. | | | | na |
| Total | | | | 473 |

| | |
|--------------------------------|--------------------|
| 3.13 Group Study Room A | 150 sq. ft. |
| 3.14 Group Study Room B | 150 sq. ft. |
| 3.15 Group Study Room C | 300 sq. ft. |

The Library needs three spaces in which small groups, both students and the general public, can work collaboratively on projects. These rooms need to be acoustically separate and outfitted with a conference table or smaller tables that can be used together or separately. Two spaces need to accommodate up to six people and the third needs to accommodate twelve. Each will be wired and cabled to allow laptop computer use.

The rooms should be placed along major paths of travel in the public space. They also need to be monitored from the Information Desk. At least one wall of each room needs to be glass enclosed for visibility.

Proximity of at least one of these rooms to the Teens Area is desirable since teens will be some of the heaviest users of these spaces.

Occupancy: A and B = 2 - 6
C = 8 - 12

Adjacencies: 3.12 Teens Area (one or more)

Sight lines from: 3.3 Information Desk

Technology: Electrical and data ports for laptop computers in each room

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-----------------------|-----------------|-------|---------------------|--------------------|
| Group Study Room A | | | | |
| Seating @ 6-pl tables | 6.0 | Seats | 25.00 | 150 |
| Total | | | | 150 |
| Group Study Room B | | | | |
| Seating @ 6-pl tables | 6.0 | Seats | 25.00 | 150 |
| Total | | | | 150 |
| Group Study Room C | | | | |
| Seating @ 6-pl tables | 12.0 | Seats | 25.00 | 300 |
| Total | | | | 300 |

3.16 Business Center**180 sq. ft.**

This space will contain photocopy machines for the public, a change machine, a debit card dispenser, and other copying equipment to provide library customers with the resources to print and prepare a variety of school-related and business documents. The space will include a bulletin board and a work counter with shelves above and a storage cabinet below.

This area needs to be visible from the main public path of travel and easy to find, somewhat separate for acoustical buffering but not an enclosed space.

Occupancy: 2 - 6

Adjacencies: Main path of travel from Customer Service Desk to Adult Services

Technology: Photocopy machines
Color printer
Change machine
Debit card dispenser

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|----------|---------------------|--------------------|
| Copy machines, standard | 2.0 | Machines | 40.00 | 80 |
| Printer, color | 1.0 | Machines | 40.00 | 40 |
| Work table | 1.0 | Table | 40.00 | 40 |
| Storage cabinet w work counter & small equipment | 1.0 | Cabinet | 20.00 | 20 |
| Total | | | | 180 |

3.17 Computer/Study Skills Center**900 sq. ft.**

This space will be the Library's "classroom", a dedicated space in which to offer public access computer equipment both for technology training, for public access to word processing and other software applications. The Library's Plan of Service targets information literacy training for youth as a response to community and schools' needs and as a strategy to assist the School district to improve student academic achievement. The Plan of Service also targets information literacy training for adults and seniors. This training will take place in this space. The computer/study skills center should be an enclosed room with twenty sit-down computer workstations and one additional workstation for the instructor. The space should allow workstations to be arranged classroom style rather than around the room's perimeter, with whiteboard space along one wall. Since the Library will make the space accessible to individuals when training is not in progress, the room needs to be glass enclosed for visibility, from approximately 36" above the floor to ceiling height. It should also be acoustically isolated from other library activities when training is in session. The seating at each workstation should be generous enough to allow two people to sit side-by-side facing the monitors. The space needs three printers networked to all the training computers, a supply cabinet and an area in which the trainer can stand, and needs to be cabled for TV and PowerPoint™ presentations as well as distance learning.

Occupancy: 8 - 35

Adjacencies: Main path of travel

Sight lines to: 3.3 Information Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

PC workstation and printer for instructor, including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

Video and still projection equipment, ceiling-mounted, for PowerPoint™ presentations and interactive online demonstrations, or an Egan™ Smart Board

Projection screen, ceiling-mounted

Telephone handset for instructor

3.17 Computer/Study Skills Center (Continued)

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|-----------------|---------|-------------------------|------------------------|
| Computers, sit-down workstations & server | 20.0 | Wkstns | 40.00 | 800 |
| Networked printer | 4.0 | Printer | 12.00 | 48 |
| Supply cabinet, 2-door | 1.0 | | 20.00 | 20 |
| Instructor's desk, computer & instruction space | | | | 32 |
| Total | | | | 900 |

3.18 Friends of the Library Book Sale**85 sq. ft.**

The Friends of the Library will operate an ongoing book sale to raise funds to support the Library. The sale books need to be in a highly visible, open access location either in the Lobby or within the theft security point, on a main path of travel within the Library. The space needs to be physically and visually separate from the Library's collections so that book sale customers will recognize that these are not library books. This will also be the book donation drop-off point and therefore needs open space in which the Friends can unpack and sort new material. The donations drop-off and sorting area must be secure and adjacent to the book sale area.

The book sale will be self-service. Customers will pay for their purchases at a wall-mounted coin-box in the space or at the Customer Service Desk. A wall-hung, tackable announcement board, approximately 4' w x 3' h, needs to be mounted adjacent to the shelving to allow the Friends to advertise upcoming events sponsored by their organization. A supply cabinet, worktable and desk need to be placed comfortably within the adjacent, enclosable sorting area.

Direct access to the sorting area from the exterior of the building is highly desirable, if the building design can accommodate this adjacency.

Occupancy: 1 - 4

Sight lines to: 1.1 Public Entrance/Lobby
2.3 Customer Service Desk

Technology: Telephone handset

Wiring and electrical connection for a computer workstation

Printer

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|----------|--------------|-------------|
| Shelving, 72" for sale books | 2.0 | Sections | 11.25 | 23 |
| Announcement board for FOL activities, 4'w x 3'h | 1.0 | Board | 12.00 | 12 |
| Clear space for book donation sorting | | | | 50 |
| Total | | | | 85 |

4.1 Children's New Books & Magazines**23 sq. ft.**

Shelving in this space will spotlight new and exciting books, videos, music CDs and other items. It needs to be bright and attractively designed and highly visible from the main path of travel toward the children's area. It will include 66" high display shelving for popular children's books and other materials, many of which will be displayed face-out.

Above the shelving, wall-mounted display boards are needed to provide a high-profile space for staff to mount attractive exhibits of children's art, crafts or similar eye-catching displays.

Occupancy: 2 - 6

Sight lines from: 3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|-----------------|----------|---------------------|--------------------|
| Shelving, 66" display for J new books | 1.1 | Sections | 11.25 | 12 |
| Shelving, 45" slanted for magazines | 1.0 | Sections | 11.25 | 11 |
| Wall-mounted display boards for posters etc. | | | | NA |
| Total | | | | 23 |

4.2 Family Space/Parents Collection**128 sq. ft.**

The collection in this space will be targeted at parents, child care providers and other adults who are responsible for the care of young children. It is also intended to provide a cozy seating area in which parents and their children can read together. Adjacency to the storytelling area is needed to give parents a place to wait for their children until the program is over.

Occupancy: 4 - 10

Adjacencies: 4.7 Children's Picture Books
4.8 Storytelling & Programming Space

Sight lines to: 3.3 Information Desk

Technology: Electrical and data ports for laptops at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|-----------------|----------|---------------------|--------------------|
| Seating, lounge chairs | 3.0 | Seats | 35.00 | 105 |
| Shelving, 66" for parents books | 2.0 | Sections | 11.25 | 18 |
| Shelving, 66" slanted for parents magazines | 0.5 | Sections | 11.25 | 6 |
| Total | | | | 128 |

4.3 Computers for Children**234 sq. ft.**

This space will contain six sit-down computer workstations and two networked printers for children and their families to use. This equipment must be adjacent to, or easily monitored from, the Information Desk and oriented so that staff can identify those who need help. The equipment also needs to be arranged to avoid screen glare. Often, two or three children will sit facing a monitor, so generous space is required at each workstation.

Occupancy: 6 - 18

Adjacencies: 3.3 Information Desk

Technology: Public access computer workstations (sit-down), including CPU vertically mounted beneath work surface, monitor, keyboard, mouse and printer

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|----------------------------------|-----------------|---------|---------------------|--------------------|
| Computers, sit-down workstations | 6.0 | Wkstns | 35.00 | 210 |
| Networked printers | 2.0 | Printer | 12.00 | 24 |
| Total | | | | 234 |

4.4 Children's Circulating Books**833 sq. ft.**

This space will contain the shelving for the Library's circulating books for children. Several collections will be housed here: fiction and genre, nonfiction, biographies, beginning readers and moving up books. Most paperback books will be cataloged and interfiled with hardbacks. Series paperbacks, such as Sweet Valley High titles, will be placed on display shelving for browsing access.

Each one of these collections needs its own identity to allow children to easily find the types of book they need. All shelving will be 66" high for child-friendly access. Seating at 4-place tables for reading and study by elementary and middle school age children will be interspersed through the shelving.

Occupancy: 8 - 20

Sight lines to: 3.3 Information Desk

Technology: Electrical and data ports for laptop computers at every reader seat

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|-----------------|----------|---------------------|--------------------|
| Seating @ 4-pl tables | 16.0 | Seats | 25.00 | 400 |
| Shelving, 66" for J fiction | 9.0 | Sections | 11.25 | 101 |
| Shelving, 66" for J genre | 1.7 | Sections | 11.25 | 20 |
| Shelving, 66" for Easy Readers | 2.9 | Sections | 11.25 | 33 |
| Shelving, 66" for J nonfiction & holidays | 23.8 | Sections | 11.25 | 268 |
| Shelving, 66" display for J paperbacks | 1.0 | Sections | 11.25 | 11 |
| Total | | | | 833 |

4.5 Children's Audiovisual Media Collection**112 sq. ft.**

This area will be a major magnet for children and their families. It will offer videos, DVDs, music compact discs, books on tape, CD and MP3, AV kits and other media collections for children in 66" high AV display and browsing bin shelves. This will be a high-use, busy space with strollers and family groups with small children browsing through the shelves. It will be important to provide wide aisles between the shelving and clear visibility from the Information Desk. Adjacency to the Children's New Books space is also important.

Occupancy: 6 - 16

Adjacencies: 4.1 Children's New Books & Display

Sight lines from: 3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|----------|--------------|-------------|
| Shelving, 66" with 6" deep sh for J videos | 0.7 | Sections | 11.25 | 8 |
| Shelving, 66" AV browsing sh for J music CDs | 0.7 | Sections | 11.25 | 8 |
| Shelving, 66" for J books on tape | 1.9 | Sections | 11.25 | 21 |
| Shelving, 66" AV browsing for DVDs | 2.9 | Sections | 11.25 | 33 |
| Shelving, 66" for CDRom software | 0.8 | Sections | 11.25 | 9 |
| Shelving, 66" sh w hanging rods for AV kits | 2.4 | Sections | 11.25 | 28 |
| Shelving, 66" AV browsing for new AV formats | 0.4 | Sections | 11.25 | 5 |
| Total | | | | 112 |

4.6 Children's International Languages**23 sq. ft.**

This space will contain books, magazine and audiovisual materials for children in languages other than English. It will correspond to the International Languages area for adults. Children from families whose native languages are not English as well as their parents and other adult family members will seek out this space. It needs to be clearly recognizable, to ensure easy access by new Library visitors.

Occupancy: 2 - 4

Sight lines to: 3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|-----------------|----------|---------------------|--------------------|
| Shelving, 66" for J languages books | 0.7 | Sections | 11.25 | 8 |
| Shelving, 66" for J languages magazines | 1.0 | Sections | 11.25 | 11 |
| Shelving, 66" for J languages AV media | 0.3 | Sections | 11.25 | 4 |
| Shelving, 66" with hang-up rods for J language learning | 0.0 | Sections | 11.25 | 0 |
| Total | | | | 23 |

4.7 Children's Picture Books**679 sq. ft.**

This will be the central point of service for the Library's youngest clientele group: babies, toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers. Located in a highly visible space within the Children's Services area, it needs to be child-friendly, safe and secure and acoustically separated from the areas for teens and adults. It needs to be laid out so that it "contains" its visitors, preventing young children from wandering away unattended. There must be a clear line of sight into this space from the Information Desk. The table and chairs in this area need to be dimensioned for use by young children, the tables 20" to 22" from the floor to the bottom of the table and chairs only 12" to 14" from the floor to the top of the chair seat. An open area within the space is needed to allow children and parents comfortable space to sit on the floor and read together as well as to serve as an informal gathering point for impromptu children's programs and class visits.

The space will be adjacent to a dedicated open area for storytelling, in which children's staff will present storytelling programs on a regular basis to audiences of up to 35 children and their parents.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Low, toddler tables as well as 2-person lounge chairs will be located here so parents may sit and read with their young children.

Occupancy: 10 – 40 (during storytelling programs)

Adjacencies: 4.8 Storytelling and Programming Space
4.2 Parent Collection/Family Space

Sight lines to: 3.3 Information Desk

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|----------|----------|--------------|-------------|
| Seating @ 4-pl tables, round for toddlers | 8.0 | Seats | 25.00 | 200 |
| Seating, lounge chairs | 2.0 | Seats | 35.00 | 70 |
| Shelving, 45", for picture books | 27.4 | Sections | 11.25 | 309 |
| Open play space for toddlers | NA | | | 100 |
| Total | | | | 679 |

4.8 Storytelling and Programming Space**386 sq. ft.**

Introducing young children to the joy of reading and supporting literacy in the family are two primary service priorities for the Library. This space will be the major venue for that service, allowing children's staff to present storytelling and similar programs to groups of up to 35 young children and their parents and caregivers. The storytelling space needs to be adjacent to the Picture Book Collection and Family Space, open to public access when programs are not in progress but equipped with pocket doors or other enclosing mechanisms to allow the space to be acoustically separate when programs do take place.

The lighting should include down lights over the performance space that can be adjusted for lighting level and direction. The floor may be either one level or include risers, depending on the building design, as long as the space does not become a magnet for inappropriate behavior. All areas should be carpeted.

The entry to the space should allow parents to check on their children without disrupting the program. Some parents will bring strollers with them into the area, so parking for this equipment has been factored into the space.

Occupancy: none

Adjacencies: 4.2 Parents Collection/Family Space
4.7 Children's Picture Books

Technology: Wiring to accommodate a mobile TV/video playback unit
(stored in space 1.4)

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|------------------|----------|-----------|--------------|-------------|
| Floor seating | 35.0 | Seats | 10.00 | 350 |
| Stroller parking | 6.0 | Strollers | 6.00 | 36 |
| Total | | | | 386 |

4.9 Family Restroom

in GSF

One family restroom is needed, adjacent to the picture books area, for use by parents and their children.

Visibility from the Information Desk will be important, to ensure the safety of children who may use the restroom on their own.

Occupancy: 2 - 3 (1 adult and 2 – 3 children)

Adjacency: 4.7 Children's Picture Books

Sight line from: 3.3 Information Desk

See also *General Design Considerations: Restrooms*.

5.1 Branch Manager's Office**120 sq. ft.**

This space is the office of the Branch Manager. It will function both as a workspace and as a semi-public space for meetings and conferences with Library visitors. It should be located, therefore, adjacent to the staff work area as well as directly and easily accessible from the library's public space. The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, a guest chair and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 4

Adjacencies: 5.3 Staff Work Area
Public Space generally

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|----------------------------------|----------|---------|--------------|-------------|
| Desk, task chair & 1 guest chair | 1.0 | | | 80 |
| Computer, etc | 1.0 | | | NA |
| Shelving, 84" | 2.0 | Section | 11.00 | 22 |
| Lateral file | 1.0 | | 18.00 | 18 |
| Total | | | | 120 |

5.2 Circulation Supervisor's Office**100 sq. ft.**

This space is the office of the Branch Circulation Supervisor. This person will oversee the library's circulation, check-in and sorting and shelving operations and needs to be accessible to the staff working in those areas. The office needs to be located, therefore, adjacent to the staff workspace, within sightline of the Customer Service Desk and reasonably close to the Branch Manager's Office.

The office needs a desk with a return, an ergonomic chair, a credenza behind the desk, a lateral file, one guest chair and two sections of full height, wall-mounted shelving. The desk needs to accommodate a computer, printer and telephone.

Occupancy: 1 – 2

Adjacencies: 2.2 Customer Service Desk
5.3 Staff Work Area
Public Space generally

Technology: PC workstation, including CPU, monitor, keyboard, printer and mouse

Telephone handset

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|----------------------------------|----------|---------|--------------|-------------|
| Desk, task chair & 1 guest chair | 1.0 | | | 60 |
| Computer, etc | 1.0 | | | NA |
| Shelving, 84" | 2.0 | Section | 11.00 | 22 |
| Lateral file | 1.0 | | 18.00 | 18 |
| Total | | | | 100 |

5.3 Staff Work Area and Returns/Sorting/Deliveries 950 sq. ft.

The staff will spend most of their time working in the Library's public access areas, helping customers find what they need, use the Library's computers and other equipment, as well as conducting programs and training sessions. This space will be the staff work area to accomplish tasks that cannot effectively be performed in the public access space. These include checking in and sorting materials that customers return from circulation, collection development activities or processing and mending materials. Attention to traffic patterns for both people and book trucks will be crucial to the success of this workspace. Good task lighting at each workstation as well as appropriate ambient lighting levels will also be important here.

The space needs to accommodate three modular office workstations that staff will share, approximately 8' x 8' each, and four open work counter stations. Departmental Aides and other part time staff as well as volunteers will also work in this space, either at the open work counter stations or at the worktables.

Additional furniture and equipment needed in this space includes:

- One 8'x3' work table with four task chairs, for departmental aides or volunteers to do assorted tasks, such as mending books, collating or folding flyers, etc.
- A copy machine and fax machine (located on the work counter).
- One section of deep shelving for programming materials and props.
- Four sections of wall-mounted 84" high shelving for holding new materials.
- Two sections of shelving for damaged items and other circulation problems.
- A work counter with shelves above and below
- Two lateral files
- A bulletin board and a white board, all wall-mounted
- Book truck parking space within each modular workstation (most trucks will be housed in the sorting and returns area).

See also this report's *General Design Considerations: Staff Workstations* for the office workstation dimensions and specifications.

This will be a high traffic area with continual movement of book trucks, delivery bins and other materials between this space and other parts of the Library. The entrances to this space need to be extra wide, designed so that doors are unnecessary between this and adjacent spaces. The staff workspace should be shielded from view at the Customer Service Desk. The Friends of the Library will have a separate sorting area.

5.3 Staff Work Area (Continued)

There needs to be an entrance into the space from the Customer Service Desk and from the open public area, so that staff may move back and forth quickly and conveniently between their work space, the service desk and the public area.

Library customers will return their materials to the Library via return drops located along the building exterior at the entrance to the building. These return drops need to empty directly into the Sorting & Returns Area. A total of four return slots will empty into the space. A depressible book bin will be placed under each slot (dimensions approximately 2' x 2' x 2'). Additional bins will be placed close to this location, to be moved into position as bins are filled. The return bins must be located within a fire-rated enclosure to prevent the potential for vandalism. The enclosure must be designed so it can be open to the workroom for easy access to return bins during business hours and closed when the library is closed.

Staff in this area will discharge the returned items and place them on book trucks for reshelving. The area needs to be enclosed from the public space and adjacent to the Customer Service Desk. The return slot area needs to be designed to prevent the noise of materials dropped through the slots from intruding into either the public or the staff spaces.

The sorting area needs to accommodate up to 24 book trucks at a time. An extra-wide door from this space into the main public area of the library will be essential. Two 40 square foot workstations will be located near the return slot openings, each with an online terminal, materials theft desensitizers and other small equipment required for the check-in process. The workstations should be simple worktables with an adjustable height surface since several staff will share the workstation over the course of each day.

Staff will continually move full trucks out of the space and bring empty trucks into the space. There must be sufficient space to maneuver these trucks as well as to park them. The space must be equipped with corner and wall guards to protect them from the constant impact of trucks and bins. To make book truck movement easy, there should be no door between this space and adjoining spaces.

Incoming and outgoing mail and delivery shipments will be dropped off and picked up here. A sorting counter is needed, as well as clear floor space for loading and unloading four stacks of delivery tote boxes and for storage of empty delivery boxes, a wall-mounted mail sorting unit and two sections of wall-mounted shelving for damaged items and other returns and delivery problems.

5.3 Staff Work Area (Continued)

Occupancy: 3 - 8

Adjacencies:

- 2.2 Customer Service Desk
- 5.1 Branch Manager's Office
- 5.3 Circulation Supervisor's Office
- 5.4 Supplies & Equipment Storage
- 5.5 Telecommunications/Server Room
- 5.6 Staff/Deliveries Entrance and Lockers
- 5.7 Staff Room
- 5.8 Staff Restroom

Technology: PC workstations at each staff desk, including CPU, monitor, keyboard, printer and mouse

Materials theft desensitizers

Telephone handsets at each staff desk

Photocopy machine

Telefacsimile machine

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--|----------|----------|--------------|-------------|
| Work stations, 8' x 8' & 25% circ space, for coll dev, mending, etc. | 3.0 | Wkstns | 80.00 | 240 |
| Work counter stations, 5' x 6', & 25% circ space | 4.0 | Wkstns | 37.50 | 150 |
| Work table w 4 chairs, for volunteers & staff | 1.0 | Tables | 40.00 | 40 |
| Sections full-ht shelving | 4.0 | Sections | 10.30 | 41 |
| Lateral files, under work counter | 2.0 | Files | NA | NA |
| Deep shelves for programming props, puppets | 2.0 | Sections | 15.00 | 30 |
| Shelving, 84" for programming collection | 1.0 | Sections | 10.30 | 10 |
| Copy machine | 1.0 | Machine | 40.00 | 40 |
| Bulletin board, white board | 2.0 | Boards | NA | NA |
| Work stations for returns | 2.0 | Wkstns | 40.00 | 80 |
| Sections full-ht shelving for snags, damaged items, etc | 2.0 | Sections | 10.30 | 21 |
| Book truck parking | 24.0 | Trucks | 8.00 | 192 |
| Extra return bins | 6.0 | Bins | 10.00 | 60 |
| Mail & delivery sorting counter, s/s, 10' x 3', & fax | 1.0 | Counter | 30.00 | 30 |
| Delivery tote box stacking space (24 box cap) | 4.0 | Stacks | 4.00 | 16 |
| Total | | | | 950 |

5.4 Supplies & Equipment Storage**153 sq. ft.**

This storage area, adjacent to the Staff Work Area, will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, mending and cleaning supplies, a mobile AV cart, computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on full height shelving, in a supply cabinet or stacked in boxes on the floor.

There will also be storage space in the Meeting Room and its kitchen for meeting supplies as well as separate custodial and building maintenance supply areas.

Occupancy: 0 - 2

Adjacencies: 5.3 Staff Work Area

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|-----------------------------------|----------|----------|--------------|-------------|
| Shelving, 84" | 6.0 | Sections | 11.25 | 68 |
| Shelving, industrial, 80" | 4.0 | Sections | 11.25 | 45 |
| Clear floor space for box storage | NA | | | 40 |
| Total | | | | 153 |

5.5 Telecommunications/Server Room**100 sq. ft.**

This space will provide a secure area for computer and telecommunications equipment housed in the Library, centrally located within the building for efficiency in running wire and cable and approximately 100 square feet in size.

The area should be near to the Staff/Deliveries Entrance and the Staff Work Area.

Technology:

- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Computer network equipment fire servers
- Uninterruptible power source (UPS)
- Telephone handset

5.6 Staff/Deliveries Entrance & Lockers**74 sq. ft.**

This entrance will serve staff, custodial and delivery personnel. It needs to be adjacent to Sorting & Returns and to the Staff Work Area. 16 staff lockers are needed in this area, stacked 2 high, for staff and for volunteers. A coat closet for staff and volunteers to hang up coats and leave umbrellas is needed here, also.

The space needs an extra wide door and an overhang at the entrance to protect the area during inclement weather.

Occupancy: 1 – 6

Adjacencies: 5.4 Staff Work Area

Technology: Telephone handset

Building intrusion system control panel

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|--------------------------------------|-----------------|---------|---------------------|--------------------|
| Lockers, half-height @ 5 sf ea stack | 20.0 | Lockers | 2.50 | 50 |
| Coat closet or coat rack @ 8' long | 1.0 | Closet | 24.00 | 24 |
| Total | | | | 74 |

5.7 Staff Room**341 sq. ft.**

This area is for Library staff to use for meals and coffee breaks. The space needs both individual and table seating, with a quiet ambience with sufficient space for several individuals to enjoy the space without disturbing each other. It should be reasonably adjacent to the Staff Work Area and adjacent to the Staff/Deliveries Entrance and the Staff Restrooms. A telephone for staff use will be installed within this space. Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the Library to prevent cooking smells from being dispersed through other parts of the facility.

Occupancy: 0 - 8

Adjacencies: 5.3 Staff Work Area
 5.6 Staff/Deliveries Entrance & Lockers
 5.8 Staff Restroom

Technology: Telephone handset

| Components | Quantity | | Sq Ft Needed | Total Sq Ft |
|---|----------|-------|--------------|-------------|
| Seating @ 4-pl tables | 8.0 | Seats | 25.00 | 200 |
| Seating @ small sofa | 2.0 | Seats | 25.00 | 50 |
| Kitchen w/ microwave, stove, sink & counter 10'L & cabinets, full ht refrigerator | 1.0 | | | 75 |
| Bulletin board | 1.0 | | | NA |
| Recycling containers | 2.0 | | 4.00 | 8 |
| Waste containers | 2.0 | | 4.00 | 8 |
| Total | | | | 341 |

5.8 Staff Restrooms

180 sq. ft

A single occupancy staff restroom is needed, adjacent to the Staff Room and reasonably close to the Staff Work Area.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted. Floor and wall covering should be tile. Sloping floor and floor drains as well as adjacent custodial closet with mop sink, either elevated or floor drain, are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf, coat hanger and bench for changing clothes in each restroom.

See also the *General Design Considerations* section of this report for specifications of restrooms.

5.9 Custodial Closet/Supplies**50 sq. ft.**

The Library needs a custodial supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of chemicals or potentially hazardous materials (at whatever size meets local ordinances).

The restrooms also require a custodial closet with a mop sink, either elevated or at floor level.

Section VI. Preliminary Capital Outlay Budget

| | |
|--|----------------------|
| Construction and tenant improvements | \$ 4.015 M |
| Construction contingency @ 10% | \$ 0.4 M |
| Furnishings, fixtures and equipment | \$ 0.965 M |
| Soft costs @ 35% | \$ 0.9 M |
| Other (land acquisition; local project mgmt) | \$ 0.3 M |
| Total: | \$ 6.1 M |
| | |
| | \$359/SF @ 17,000 SF |

Section VII. Appendices

- A. Collection Growth Plan**
- B. Collections and Shelving**
- C. Reader Seating**
- D. Computers and Other Equipment**
- E. Preliminary Master List of Furniture & Equipment**
- F. Planning Authorities Used and Sources Cited**
- G. Square Footage Allocation Conversion Chart**